



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
MOTOR VEHICLE COMMISSION
500 JAMES ROBERTSON PARKWAY
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MEMORANDUM

To: Field Investigators

From: Bob McKee, Executive Director

Date: April 18, 2007

RE: Dealer re-location licensing procedure changes

TCA 55-17-113(b) as amended in 1999

“Any motor vehicle dealer licensed hereunder shall promptly notify the commission of a change in ownership, location or franchise or any other matters the commission may require by rule. If a dealership changes its location entirely or in part or changes, or adds to the dealer’s franchise or line-makes, a new license must be applied for as in any original application.”

Procedures applicable to the above law for issuing a motor vehicle dealer’s license:

1. The *Minimum requirements For Tennessee Motor Vehicle Dealer License* (Rev. 6/25/99) must be met or exceeded.
2. If a relocation, a new sales tax number is not required. Notification to the Department of Revenue of the address change must be on file. If Dealer is a corporation they must change their address with the Secretary of the State before Sales Tax will change address.
3. The business tax permit must be changed if the relocation is to another county. Within the same county an address change notification must be on file with municipal and/or county authorities.
4. A garage liability insurance policy endorsement of the address change, or a copy of the insurance policy acknowledging the new address must be provided.
5. New background disclosure form(s) must be completed.
6. The motor vehicle dealer license for the old location address must be surrendered and submitted with the relocation application. As the license is issued to specific location, the license becomes void when it is surrendered. The new license will have the same dealer number but the physical location will be different just as if the dealer had opened a new business. In the event the license is not available, an **AFFIDAVIT**, Form #TMVC:AVSO1 (7-99) must be completed and submitted.
7. A surety bond rider showing the address change and the change in expiration date must be included with the application.

8. Prior to completing any application check with applicant about any previous felony conviction. Insure that court documents are attached or on file in this commission office.
9. A new mechanical service agreement must be completed, if applicable.
10. Franchised dealers must provide letter(s) of manufacturer's approval of relocation.
11. The dealer license number will remain the same, however, the expiration date changes to the last day of the month twenty-four months from the new application date.
12. Salesperson's license are transferred with the motor vehicle dealer's license to the new address. New applications for salesperson license **WILL BE** required.
13. A current financial statement must be submitted if the statement on file in the commission office is over twelve (12) months old.
14. The procedures for adding a line-make or motorcycle dealer license remain **UNCHANGED**.
15. **The fee structure is the same as the fees of a new dealer applicant including line-make fees.**
16. Be sure to check (X) the "Relocation Application" block on the application form.

If you have any questions please feel free to contact me. If you have any suggestions to improve the procedures or to clarify the above please comment to us.

BM/lch